

Role Map Job Aid

What is a role map?

A role map documents and communicates each team member's individual accountability and responsibility to the project team. The role map identifies the:

- Primary individuals necessary to complete a project
- Responsibilities for each role
- Relationships among roles
- Time commitment required for each role to successfully complete the project

The role map is created early in the project, during the planning phase. It is developed by the team leads (with input from their team) and approved by the project sponsor.

How to use the role map template:

Using the role map template, identify the following components for all role categories:

Role categories

- A grouping of roles (and the relationships between those roles) that are necessary to perform a business process, such as *Leadership*, *Project Team*, or *Support*

Roles

- Task(s) within a business process is performed by a specific role category

Responsibilities

- For each role, this states the purpose of the role within the project, the key responsibilities, and activities associated with the role
- Also lists any critical characteristics necessary to perform the role

Time commitment

- This could be a percentage of time over months or measured in hours, varying by the project and level of detail desired

Who/How many

- If individuals are not identified, consider how many people will be needed for each role to complete the project